

PERSONNEL COMMITTEE MEETING MINUTES

July 25, 2022

Room 1

Present: Zipperer, Ryczek, Kennedy, Kilmer and Kleifgen. Also present Zindorf, Strompolis, Dederich, Laack, Buchholz, Bonikowske and Chipman.

1. Zipperer called meeting to order at 8:35 a.m.
2. Motion by Kennedy, second by Kilmer to approve the minutes of July 13, 2022. Motion Carried. Ryczek absent
3. G. Laack requested a reclass the Program Specialist in ADRC/Aging. There was a great deal of discussion surrounding the fact that the position was just reclassified the beginning of 2022. Also discussion regarding reviewing and updating the entire wage scale. Discussion had by Zipperer, Ryczek, Kennedy, Kleifgen, Chipman, Strompolis and Laack. Motion by Kennedy to approve taking the Program Specialist position reclassified in 1/1/2022 from Grade 4/step 4 to a grade 4/step 9 to now a Grade 9/step 1 to County Board, second by Kilmer. 3 Yes, Zipperer No
4. A. Dederich requested a reclass for the Public Health Business Assistant, Grade 6 to an Account Specialist, Grade 9. Discussion had by Kennedy, Chipman, Zipperer and Kilmer. Motion by Kennedy to approve taking the position reclass grade 6/step 4 to Grade 9/step 1 to County Board, second by Kilmer. 3 Yes, Zipperer No
- A. Dederich requested a reclass for the Public Health Secretary II, Grade 4 to a Secretary III, Grade 6. Discussion had by Zipperer, Ryczek, Kilmer and Chipman. Motion by Kennedy to approve taking the position reclass grade 4/step 3 to Grade 6/step 1 to County Board, second by Kilmer. 3 Yes, Zipperer No
5. J. Bonikowske requested a reclass of Emergency Management Director, Grade 11 to a Grade 22. Discussion was had with regard to the hiring process that was done in 2021 and the discussion with the State in regards to wage and changing it from part-time to full-time, the decision was made then to make the position full-time at a Grade 11. Discussion was had by Bonikowske, Zipperer, Zindorf, Ryczek and Kennedy. Motion by Ryczek to approve taking the position reclass grade 11/step 9 to Grade 22/step 1 to County Board, second by Kennedy. 3 Yes, Zipperer No
6. D. Buchholz discussed the following reclassifications within DHS;

Bachelor level Human Services Workers which would also include the following titles CLTS Workers, CCS & CST Facilitators, Drug Court Coordinator, Long Term Waiver Worker, Juvenile Justice, Crisis and APS Workers from a Grade 17 to a Grade 19. Discussion by Buchholz, Zipperer, Ryczek, Kilmer and Kennedy. Motion by Ryczek to approve taking the Bachelor level HSW typed positions Grade 17 to Grade 19 to a step within the new grade that allows for an increase to County Board for approval, second by Kilmer. 3 yes, Zipperer abstained.

CCS Lead to move from a Grade 19 to a Grade 20, because the CCS Facilitators if approved will be a Grade 19 and this is a lead position. Motion by Kilmer, second by Kennedy to approve taking the CCS Lead Grade 19, reclassified to a Grade 20 to County Board for approval. Motion Carried

HSW type positions within DHS that hold a Master's degree Grade 17 reclassified to a Grade 22, to promote individuals acquiring a master's degree. Motion by Ryczek to approve taking the Master degree position from a Grade 17 to a Grade 22 to County Board for approval, second by Kilmer. Motion Carried.

Receptionist positions within DHS from a Grade 4 to a Grade 5. Discussion by Chipman, Buchholz, Zipperer. Motion by Kilmer to approve taking the positions reclass Grade 4 to a Grade 5 to County Board, second by Ryczek. Motion Carried

7. Next meeting August 8, 2022. Motion to adjourn by Kennedy, second by Kilmer. Motion Carried. Adjourned

Respectfully submitted, Terry Kleifgen, H. R. Director